

CITY OF HAMPTON

Delegating Authority Manager/Supervisor Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



After completing this session, you should be able to:

- Request manager delegation
- Accept manager delegation
- Act on manager delegation
- Cancel a delegation request

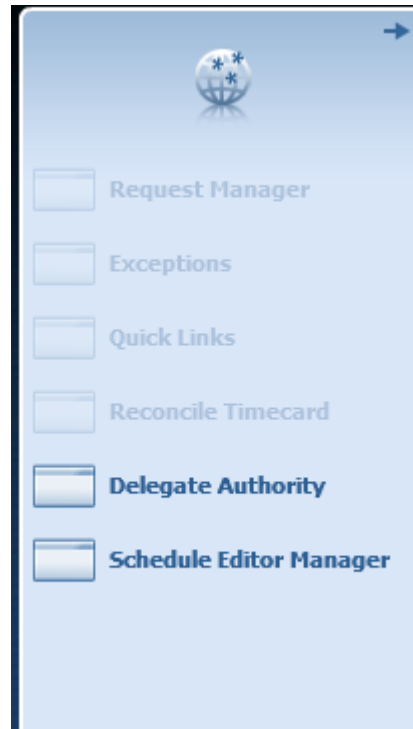
Requesting Manager Delegation



If you will be away from the office for awhile you will need to delegate your authority to another supervisor.

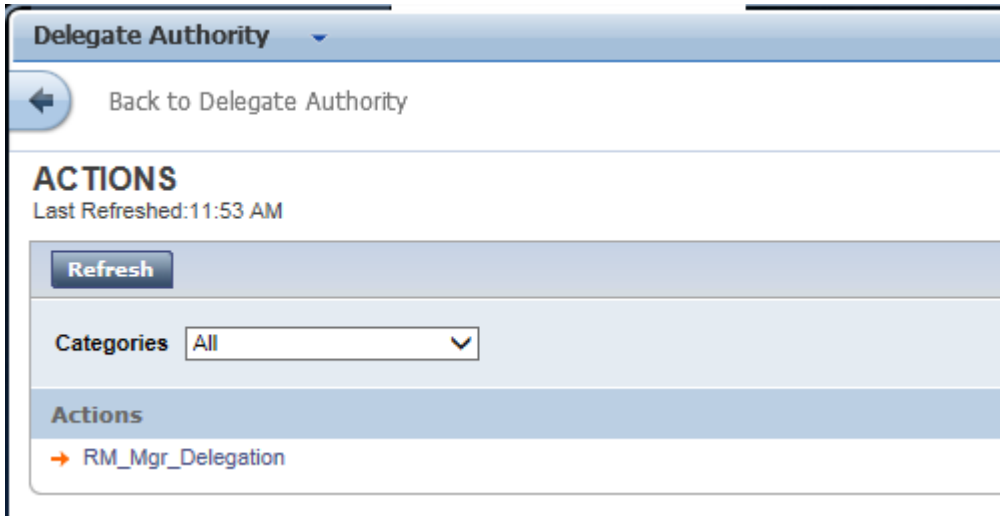


Expand the Related Items Pane



Select Delegate Authority

The Actions information is displayed



The screenshot shows a web interface for 'Delegate Authority'. At the top, there is a blue header bar with the text 'Delegate Authority' and a dropdown arrow. Below the header, there is a blue button with a left-pointing arrow and the text 'Back to Delegate Authority'. The main content area has a section titled 'ACTIONS' in bold, followed by the text 'Last Refreshed: 11:53 AM'. Below this, there is a blue button labeled 'Refresh'. Under the 'Refresh' button, there is a label 'Categories' followed by a dropdown menu showing 'All' with a downward arrow. Below the 'Categories' dropdown, there is a section titled 'Actions' in bold. Under the 'Actions' section, there is a blue button with an orange right-pointing arrow and the text 'RM_Mgr_Delegation'.

Select RM_Mgr_Delegation

Delegate Authority



The Delegations Pop Up appears

A screenshot of a software window titled "Existing Delegations" and "New Delegation". The window is divided into two main sections. The top section, "Existing Delegations", contains a list box with the word "None" and vertical scroll arrows on the right. The bottom section, "New Delegation", contains four fields: "Delegate:" with a dropdown menu showing "BROWN, DEIRDRE C"; "Start Date:" with a text box and a calendar icon; "End Date:" with a text box and a calendar icon; and "Role:" with a dropdown menu showing "Employee". At the bottom right of the "New Delegation" section are two buttons: "Save & Close" and "Cancel".

Existing Delegations

None

New Delegation

* Delegate: BROWN, DEIRDRE C

* Start Date:

* End Date:

* Role: Employee

Save & Close Cancel

Any existing delegations are listed

New delegation request information is entered

Delegate Authority



Enter the new delegation request information

Existing Delegations

None

New Delegation

* Delegate:

CANNY, SUSAN E

* Start Date:

4/01/2015

* End Date:

4/03/2015

* Role:

Manager

Save & Close

Cancel

Click on Save & Close

Accepting the Delegation Request

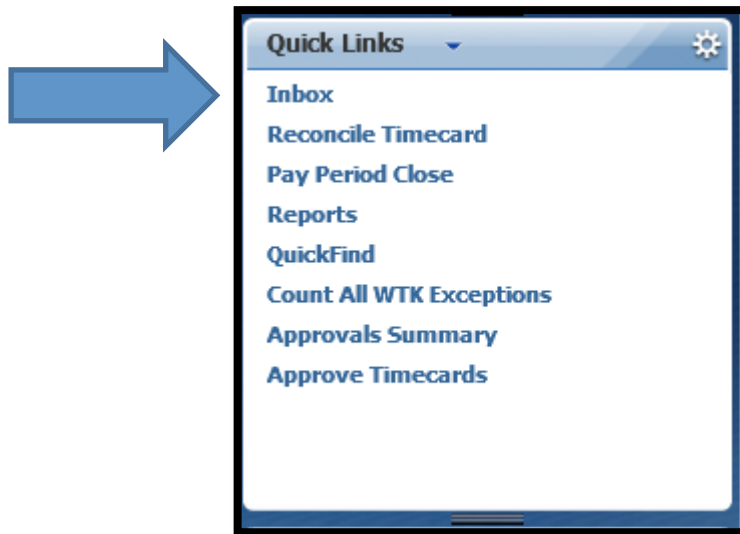


Accepting another manager/supervisors responsibilities while they are out of the office.



Accepting Delegation Request

The delegation request is sent to the recipient's Inbox



Accepting Delegation Request



The Inbox shows the delegation request

INBOX

Last Refreshed: 8:04 AM

TASKS		MESSAGES			
Edit ➡		Reassign ➡		Refresh	
Status	Active ▼	As of Date:	3/02/2015	Categories	All ▼
From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Test, Manager	RM_Mgr_Delegation,Accept Delegation form	3/31/2015 4:51PM (GMT -05:00) Eastern Time	3/31/2015	Active	Task List

Click on the task to open up the details

Accepting Delegation Request



The recipient can accept (or decline) the delegation request

A screenshot of a web browser window titled "Accept Delegation - Internet Explorer". The address bar shows the URL "https://kronos.hampton.gov/wfc/KDWEFormServlet?id=2271&CSRF". The main content area is titled "New Delegation" and contains the following information:
Delegator: Test, Manager
Start Date: 4/01/2015
End Date: 4/03/2015
Role: Manager

Below this information is the "Action" section, which includes "Select Action:" with two radio buttons: "Accept Delegation" (which is selected) and "Decline Delegation".
Below the radio buttons is a "Comment:" label followed by a text input field containing the text "I'm happy to help during your absence." and a vertical scrollbar on the right.
At the bottom of the form are two buttons: "Save & Close" and "Cancel".

Recipient clicks save and close

Verify Acceptance of Delegation Request




Verify Acceptance of Delegation Request



The response to the delegation request is displayed in the requester's Inbox

INBOX

Last Refreshed: 8:12 AM

TASKS			MESSAGES		
New Open Reply Delete Refresh					
As of Date: <input type="text"/> 					
From	Subject			Received	
CANNY, SUSAN E	CANNY, SUSAN E has accepted the delegation request for Test, Manager.			4/01/2015 8:06AM (GMT -05:00) Eastern Time	

Click on the message to open up the details

Accepting Delegation Request



The details of the message are displayed

A screenshot of a software interface showing the details of an email message. The message is from CANNY, SUSAN E, with the subject "CANNY, SUSAN E has accepted the delegation request for Test, Manager." It was received on 4/01/2015 at 8:06AM. The body of the message states that CANNY, SUSAN E has accepted the delegation request for Test, Manager, and provides delegation details: Delegate: CANNY, SUSAN E, Delegator: Test, Manager, Start Date: 4/01/2015, End Date: 4/03/2015, Role: Manager, and a comment: "I'm happy to help during your absence." At the bottom of the message details, there are five buttons: Close, Reply, Delete, Print, and Help.

From: CANNY, SUSAN E

Subject: CANNY, SUSAN E has accepted the delegation request for Test, Manager.

Received: 4/01/2015 8:06AM (GMT -05:00) Eastern Time

CANNY, SUSAN E has accepted the delegation request for Test, Manager.

Delegation Details:
Delegate: CANNY, SUSAN E
Delegator: Test, Manager
Start Date: 4/01/2015
End Date: 4/03/2015
Role: Manager
Comment: I'm happy to help during your absence.

[Close](#) [Reply](#) [Delete](#) [Print](#) [Help](#)

The requester can close, reply, delete, or print the message details

Acting on the Delegation Request



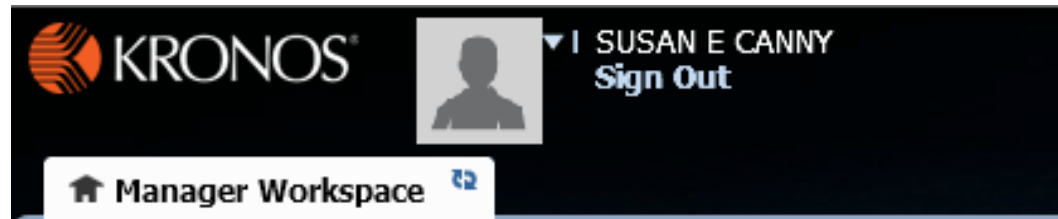
Acting as another manager/supervisor with their responsibilities while they are out of the office.



Acting on Manager Delegation



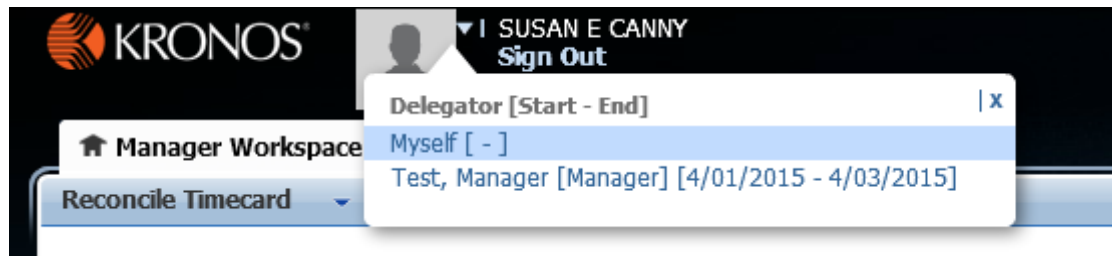
During the period of the delegation the recipient will have an inverted triangle beside her name



Acting on Manager Delegation



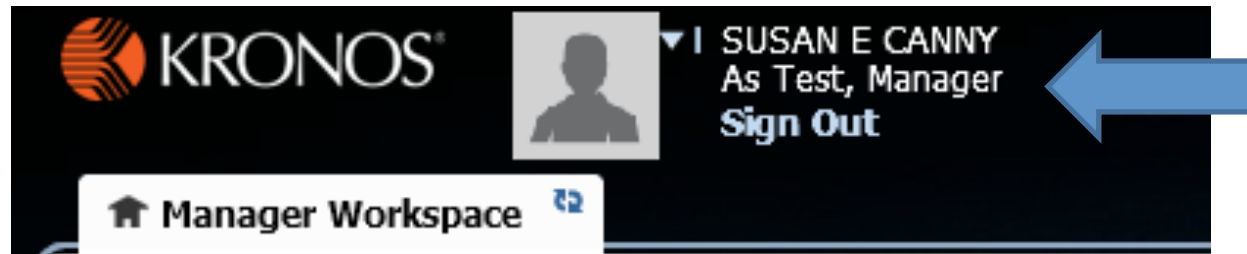
The inverted triangle allows the recipient to move back and forth Between her role as manager and her delegated managerial role



Acting on Manager Delegation (Continued)



The recipient acting on the delegated authority



In this mode the recipient can perform all of the managerial duties of the delegator

Cancelling a Delegation Request



You have cancelled your leave request or have returned to work and need to cancel your delegated request.



Cancel Delegation



Access Delegate Authority from the Related Items Pane

The screenshot shows a web interface titled "Delegate Authority" with a dropdown arrow. Below the title is a "Back to Delegate Authority" link with a left-pointing arrow. The "ACTIONS" section is highlighted, showing "Last Refreshed: 11:53 AM". A "Refresh" button is present. Below it, a "Categories" dropdown menu is set to "All". Under the "Actions" sub-header, a list item "RM_Mgr_Delegation" is shown with an orange arrow pointing to it.

Select RM_Mgr_Delegation

Cancelling a Delegation Request



The Action box is displayed

A screenshot of a software dialog box titled "Action" in blue text. Below the title, the text "Select Action:" is followed by two radio button options. The first option, "Create New Delegation", is selected with a filled radio button. The second option, "Remove Existing Delegation", is unselected with an empty radio button. At the bottom of the dialog, there are two buttons: "Next" and "Cancel".

Action

Select Action: ☒ Create New Delegation
☐ Remove Existing Delegation

Next Cancel

Cancelling a Delegation Request



Select Remove Existing Delegation

Action

Select Action: ☐ Create New Delegation
☒ Remove Existing Delegation

Click on Next

Cancelling a Delegation Request



Existing Delegations are displayed

A screenshot of a software dialog box titled "Existing Delegations". It contains a list box with one entry: "CANNY, SUSAN E: 4/09/2015 - 4/10/2015, Manager". Below the list box are two buttons: "Delete" and "Cancel".

Existing Delegations	
CANNY, SUSAN E: 4/09/2015 - 4/10/2015, Manager	

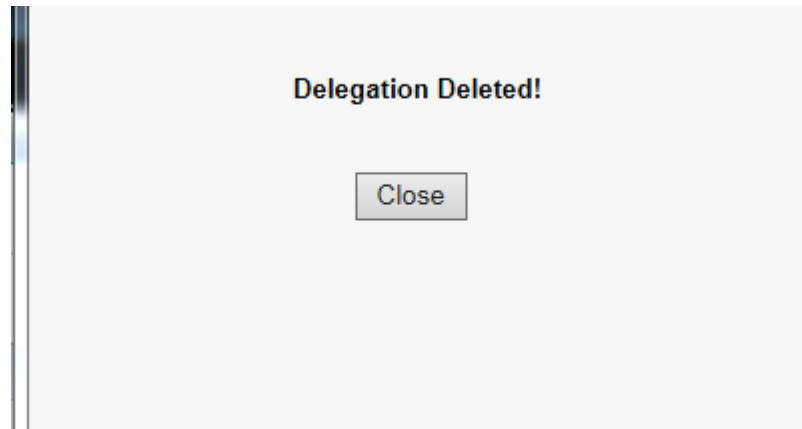
Delete Cancel

Select the delegation to delete
Click on Delete

Cancelling a Delegation Request



The delegation has been deleted



Click close

Conclusion of Delegating Authority – KRONOS

